

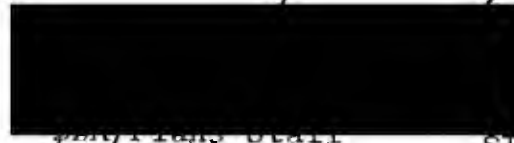
DD/A 75-4256

9 September 1975

MEMORANDUM FOR: DD/A Planning Officers

SUBJECT : Fighting Inflation and Reducing
Daily Operating Costs

A memorandum summarizing the results of the Agency's Fiscal Year 1975 inflation fighting and cost reduction campaign was sent to the Director on 28 July. In the memo, the DD/A suggested that future reporting be on a semi-annual rather than a quarterly basis; therefore, your Office's next report -- for the first half of FY 76 -- will be due in the DD/A's Office by COB 16 January 1976.



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Original sent to C/SD indicating Supply Officer responsible officer. clp 9/17/75

EX-0's copy

28 February 75

MEMORANDUM FOR: Deputy Director for Administration —
Deputy Director for Intelligence —
Deputy Director for Operations —
Deputy Director for Science and Technology —
Deputy to the DCI for the Intelligence Community —
Deputy to the DCI for National Intelligence Officers —
General Counsel —
Legislative Counsel —
Inspector General —
Comptroller.

SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs

1. In my memorandum of 8 November I asked that each of you engage yourself personally in the Agency's fight against inflation and report back to me by the conclusion of 1974 the results of any actions taken or proposed. From the submissions received and reviewed so far, I find that many of the actions proposed are common to most of the Agency's components; for example, we are all concerned with reduction of paper flows and integration of filing systems, double-sided Xeroxing or reduction in Xeroxing, reductions in copies of reports and conservatism in the use of administrative supplies. The Directorate records management programs have shown significant results in terms of dollar savings, and the possibilities for continuing and expanding in this regard are encouraging. We are concerned as well with energy conservation. The Office of Logistics, in cooperation with GSA, has reduced effectively overall fuel and power consumption. We may all contribute in this regard by simply turning lights off and heat down at the end of the day.

2. Other actions proposed are either unique to particular components or are policy considerations of one Office which impact on the entire Agency. For example, the Office of Communications is proposing that we campaign to reduce considerably the unofficial calling which during
The Office of Joint

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Per EXO, Red
working on this

4 Apr
4 Jul
4 Oct

Quarterly
Reports
due

Computer Support has begun to use a ribbon re-inking service for ribbons used with computer line printers. OJCS estimates they will save \$8 to \$10 thousand annually. Other components should take advantage of this service.

3. There are, of course, many other ways to decrease our costs and fight inflation. As a start, we will now require a higher level approval for many of the services provided by the Administration Directorate -- relocation of telephones and additional telephone lines, for example. Each Office Director should personally insure that services requested are absolutely essential. Some are now being reviewed at the Deputy Director level -- this practice should continue and I commend it to each of you. Office Directors should also review and revalidate all publication subscriptions for his Office.

Should review and revalidate their table of vehicular allowances with a mind to reducing the number of vehicles. All managers should remain aware of the possibility of using more economical substitutes. For example, last fiscal

4. In addition to actions taken on the above, I ask that you continue to explore ways to generate savings in the use of administrative supplies. Requirements for typewritten or computer reports should be reviewed to determine that the number requested is actually needed. Certain DD/I and DD/S&T Offices have initiated specific actions to effect reductions in the consumption of computer paper (and tapes). Wherever possible, reproduction equipment should be shared by several offices. If possible, 24-hour operations should be reduced. Shifts should be changed to provide early and late coverage and flexible working hours should be arranged to reduce the use of overtime.

5. We must fight inflation at all levels of the Agency. Only by management example will all employees come to understand that we are truly committed to this task. I have instructed the DD/A to manage this effort for me and to issue whatever instructions may be

necessary. You should continue to report to me through the DD/A on a quarterly basis beginning 1 April 1975 so that we may quantify and report to the President the results of our efforts in this program. I will communicate with you further as other ideas are generated.

[REDACTED]
H. E. Colby
Director

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DDA/PS:RLS:JI [REDACTED] 3 Feb 75)
Rewritten:RFZ:JI (25 Feb 75)
Distribution:

- Orig - DD/A
- 1 - Ea other Directorate & Head Office
- 1 - DDCI
- 1 - ER
- 1 - DD/A Subject
- 1 - DD/A Chrono
- ✓ 1 - PS Chrono

19 March 1975

MEMORANDUM FOR: Executive Staff, Office of Medical Services
SUBJECT : Renewal or Cancellation of FY 1975 Service Contracts

1. Transmitted herewith is a computer printout listing the service contracts currently in effect for your Office.

2. It is requested that you review the list and determine what contracts will continue in FY 1976. In the case of non-renewals, specific notification, in writing, is necessary.

3. To the extent possible, each Office should consolidate its renewal and cancellation requests and forward same in one transmittal to the Chief, General Procurement Branch, Procurement Division, OL, prior to 15 April 1975. These requests should be on Form 2420 (Request for Procurement Services) and must include a statement of the action to be taken, the contract number, and the appropriate budget certification and financial allotment number (FAN). If model or serial numbers on the printout are incorrect, please make the necessary corrections.

4. It is understood that each renewal is subject to the availability of fiscal year 1976 funds. Upon receipt of such funds, each Office must advise the General Procurement Branch in writing to confirm the availability of funds for each service contract.

5. Your timely cooperation in this matter will be appreciated. Please refer any questions to [REDACTED] Chief, General Procurement Branch, Procurement Division, OL, extension [REDACTED]

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[REDACTED]
Chief, DD/A Plans Staff

2 APR 1975

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TRANSMITTAL SLIP		DATE
TO: <i>C/S</i>		<i>Mar 75</i>
ROOM NO.	BUILDING	
REMARKS:		
<p><i>Re our discussion.</i> <div style="background-color: black; width: 150px; height: 20px; margin: 5px 0;"></div> <i>called today</i> <i>and requests follow up</i> <i>report by A Cfr and</i> <i>Quarterly reports</i> <i>after.</i></p>		
FROM: <i>[Signature]</i>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		DATE
TO: <i>Mr. Walsh</i>		<i>21 MAR 1975</i>
ROOM NO.	BUILDING	
<i>1D-4061</i>	<i>Hdqs.</i>	
REMARKS:		
<p><i>Per our conversation.</i></p>		
FROM: <div style="background-color: black; width: 100px; height: 15px; display: inline-block;"></div>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241

REPLACES FORM 36-8

(47)

STATINTL

DD/A 75-2134

6 MAY 1975

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs

REFERENCE : Memo dtd 28 Feb 75 fr DCI to DD's and Heads
of Independent Offices; same Subject

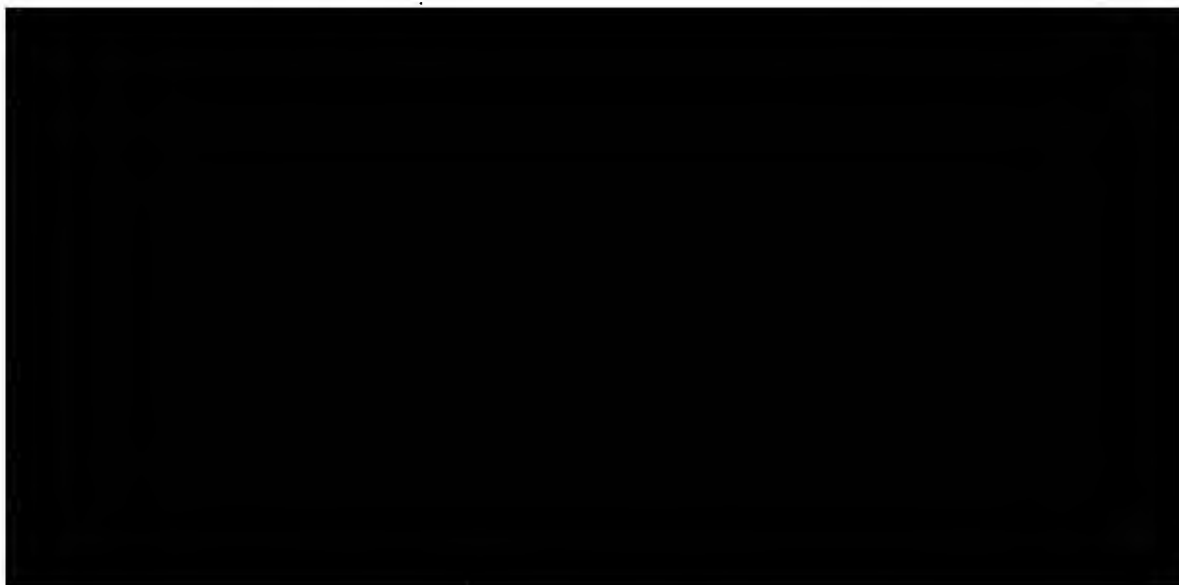
1. This memorandum is the first of the regular quarterly reports from the Deputy Directors on the subject of fighting inflation and reducing operating costs. The Agency continues to respond to your pleas for economy in operations without major disruptions or reductions in service. Much of the reporting is concerned with updated information on areas of savings previously identified -- for example, doubled-sided Xeroxing, limiting space renovations and telephone changes, conservation in the use of administrative supplies and reduction in consumption of energy-intensive resources.

2. There is no lack of innovation, however, in searching out new ways to economize. For example, in the Intelligence Directorate, [redacted] to save \$12,000 a year beginning in FY 1976 by automating the [redacted] system; OGCN will save \$7,142 in FY 1975 by changing the format of its Factbook; and CRS is seeking to diminish keypunch requirements so that it may cancel cardpunch rentals and has saved \$1,300 to date by this program. As might be expected, major savings in the Administration Directorate are being made by the Offices of Communications, Logistics and Joint Computer Support. Other DD/A Offices are also committed to fighting inflation: the Office of Training is collecting and reissuing class materials and handouts and has decreased copying needs by using a selective routing for all disseminations; the Office of Personnel has asked field recruiters to evaluate their use of long distance calls and reduce the number made to Headquarters; and the Office of Finance/Central Travel Branch has participated in the testing of resealable envelopes for use in [redacted]

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4. The Science and Technology Directorate initiated a number of cost saving practices which were reported in February. These are on-going efforts involving improved use of computer tapes, reduction in number of hardcopy printouts and other moves which do not show dramatic short term gains but will consistently bring about savings. Their next quarterly report will provide more precise information on dollar savings. The Comptroller's Office has a limited opportunity for making significant progress, but insofar as they are able, they are following the inflation fighting guidelines presented in your referenced memo.

5. In reviewing the reports of the various components, we find that by the end of FY 1975 we will be able to quantify savings and present the data in 5 categories: FY 1975 savings, annual savings, one-time savings, estimated FY 1976 savings, and future savings (not within any of the previous categories). It is also obvious that some of the savings or inflation fighting measures should be classified as "cost avoidance" as opposed to cost reduction/inflation fighting. Even so, the stimulus for this process is the desire to keep costs down and create savings wherever possible. It is with this thought in mind that we will incorporate "cost avoidance" data in the figure in the report.

the Deputy Directors are due after
to receive the data which quantifies
detail the effect the inflation fighting
few years.

/s/John F. Blake
John F. Blake
Deputy Director
for

TRANSMITTAL SLIP		
TO: Mr. Walsh		
ROOM NO. 1D-4061	BUILDING Hdqs.	
REMARKS: Attached FYI is a copy of Mr. Blake's first quarterly report to the Director on "Fighting Inflation and Reducing Daily Operating Costs." In your July report, please be as specific as possible and quantify in terms of dollars saved as much as possible.		
FROM: [REDACTED]		A-EO/O-DDA
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 35-0
WHICH MAY BE USED.

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